Windows 2000 Steering Committee
November 29, 2000

Attendees:
Arlene Smith, L&I
Bob Griesel, OFM
Phil Grigg, GA
Keith Kawamura, GA
Susie Smith, SAO
John Ditto, DIS
Dean Schwickerath, DOL
Caesar Cunningham, Microsoft
Jane Rasmussen, Microsoft

The next meeting is scheduled for Tuesday, December 12th, at 9:00 a.m.

Agenda:
Review Roles and Responsibilities
Final Review of Charter
Review First Cut Vision and Scope of Project
Next Meeting

Review Roles and Responsibilities:
DOL was made a permanent member of the Windows 2000 Steering Committee rather than a non-permanent member. Non-permanent members are defined as agencies or organizations in the process of connecting to the State Windows 2000 root or have current project interests/needs involving the root.

Phil Grigg will contact those agencies not attending the Steering Committee meetings but listed as holding agency seats. Continuous participation in the meetings is crucial for the success of this committee.

Final Review of Charter:
Final revisions were made to the Windows 2000 Steering Committee Charter. See Charter for update.

Review First Cut Vision and Scope of Project:
A generic rough draft Vision/Scope for the Windows 2000 Single Forest Project was distributed. The Steering Committee requested that the Development Group flesh out the Vision/Scope for the project and bring it to the next meeting for review.

Phil Grigg requested that any immediate issues preventing the Development Group from moving forward with the Windows 2000 project be presented to the Steering Committee for resolution. The presentation format should include the issue with recommendations for its resolution listing the pros and cons of this decision.

<u>Next Meeting:</u>
After the December 12th meeting, Steering Committee meetings will be held on Fridays at 9:00 a.m. starting December 22nd.

The Development Group will e-mail their high-level project plan (minus timelines) to the Steering Committee by the end of the week.

Deliverables due by next meeting requested by the Steering Committee from the Development Group included:

- ❑ Windows 2000 Project Plan (including timeline and critical path)
- ❑ Draft Vision/Scope